

Check-in Clerks (2)

In this position, you will use a laptop to look up voters and issue ballots.

You MUST be familiar with the Voter Processing Module. Step-by-step instructions are provided in the binder.

At this station you will:

1. Type voter's Last and First name then select Search.
2. Confirm their address.
3. If there is anything incorrect on the Voter's Record, you can have the voter fill out the Green Voter Record Changes Requested by Voter form and make the changes as outlined in the Guide.
4. If there are no changes, you can proceed to issue a ballot
5. There are two options for ballots:
 - Issue Ballot in Envelope or
 - Issue Ballot Vote Here
6. If you cannot find the voter in the system or they have a red-light icon in their record, direct the voter to the Same Day/Provisional station.

Issue Ballot Vote Here

You will print the Voter Information Sheet to the printer by the Ballot Station and direct the voter to the Ballot Pick Up station.

Issue Ballot in Envelope

You will print once for a label with a bar code and then print the Voter Information Sheet. Affix the label to the outside of the Green Return envelope to the right of the signature pull-tab. Give the ballot return envelope to the voter and direct the voter to the Ballot station.

Thank you for taking the time to support our community in exercising their right to vote. Elections would not be possible without election workers like you!